

POSITION DESCRIPTION (Please Read Instructions on the Back)1. Agency Position No.
S000370

2. Reason for Submission

☐ Redescription ☒ New
☐ Reestablishment ☐ Other

3. Service

☐ Hdqtrs ☒ Field

4. Employing Office Location

5. Duty Station

varies

6. OPM Certification No.

Explanation (Show any positions replaced)

Statement of difference for
SPD# S000369.
Standard Position Description
approved for Service-wide use.

7. Fair Labor Standards Act

☒ Exempt ☐ Nonexempt

10. Position Status

☒ Competitive
☐ Excepted (Specify in Remarks)
☐ SES (Gen.) ☐ SES (CR)

8. Financial Statements Required

☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interest

11. Position Is

☐ Supervisory
☐ Managerial
☒ Neither

12. Sensitivity

☒ 1--Non-Sensitive ☐ 3--Critical
☐ 2--Noncritical Sensitive ☐ 4--Special Sensitive

9. Subject to IA Action

☒ Yes ☐ No

13. Competitive Level Code

14. Agency Use

BUS: 8888

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. Office of Personnel Management

FPL: GS-13

b. Department, Agency or Establishment

c. Second Level Review

Cartographer

GS

1370

12

d. First Level Review

e. Recommended by Supervisor or Initiating Office

16. Organizational Title of Position (if different from official title)

GIS Specialist

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

Department of the Interior

c. Third Subdivision

ARD - Science Applications

a. First Subdivision

U.S. Fish & Wildlife Service

d. Fourth Subdivision

b. Second Subdivision

Region

e. Fifth Subdivision

Org. Code

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that

this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

Signature

Date

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action

Cecilia E. King, Acting Chief

Branch of Classification & Pay

Signature

Date

Cecilia E. King

12/30/09

22. Position Classification Standards Used in Classifying/Grading Position

OPM Job Family PCS for Professional Work in the Physical Sciences, GS-1300, dated 12/97

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review

Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

a. Employee (optional)

b. Supervisor

c. Classifier

24. Remarks

Drug Testing=No; Risk Designation=Moderate; Financial Disclosure=No (See PD#s S000369)

25. Description of Major Duties and Responsibilities (See Attached)

CARTOGRAPHER GS-1370-13
Standard Position Description
S000370

STATEMENT OF DIFFERENCES: Characteristics and duties of this position are essentially the same as those reflected in the full performance standard position description (SPD) number S000369, with the following exceptions:

Performs developmental assignments designed to prepare the incumbent for the full performance level work described in the GS-13 SPD. During this period, the incumbent will operate under closer supervision and guidance than that described in SPD# S000369 and as overall knowledge is gained, progressively more reliance will be placed on the incumbent until full responsibility for assignments is assumed.

This is a developmental position established to provide for a period of growth. The incumbent receives on-and-off the job training in overall objectives to be accomplished and available resources. Incumbent participates in planning and assigning priorities to the tasks. The incumbent will receive assignments that are designed to develop the knowledge, skills and abilities required to carry out assignments at the full performance level. Works independently determining methodologies, budgets, milestones, goals and termination points for all assignments. Completed work is measured in terms of applicability to management issues and in satisfaction of Service-wide objectives and operational deadlines.

The position will remain at the grade 12 level until the employee meets the necessary requirements and the incumbent's supervisor certifies that the incumbent has reached the described level of proficiency and effectiveness contemplated in the attached position description. Upon meeting all requirements, incumbent may be promoted non-competitively to the full performance level of GS-13.

This statement along with a copy of the full performance SPD (S000369) constitutes a complete SPD at the GS-12 level.